

# Notice of Account Inactivity

Dear [Account Holder's Name],

We hope this message finds you well. We are writing to inform you that your account with us, [Account Number/ID], has been inactive for a period of [Duration of Inactivity].

As per our policy, accounts that remain inactive for [specific time frame] may be subject to [mention any potential fees, closure, or actions taken].

If you wish to keep your account active, please [instructions on how to reactivate or update the account].

If you have any questions or require assistance, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]